



King County
Department of Development and Environmental Services
Building Services Division
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

**PRE-APPLICATION SCOPING MEETING -
Building Services Division Request Form**

For alternate formats, call 206-296-6600.

BSD: Scoping Pre-Application Meeting Request Form

Scoping Pre-Application meetings are intended to allow DDES staff to review a commercial building permit proposal prior to permit intake. In addition to helping permit applicants prepare for the permitting process, the Scoping Pre-Application meeting provides customers with a Fee Quote which is required to schedule a commercial building permit intake appointment. The Scoping Pre-Application meeting is designed to enhance predictability for the customer.

If a Fee Quote has not been provided to you by a DDES Project Manager for your commercial building permit (excluding mechanical permits, tenant improvement permits, and sign permits) at a prior mandatory or voluntary pre-application meeting, then you will be required to have a scoping pre-application meeting in order to prepare a Fee Quote. **This meeting and any preparation or follow-up time will be charged at the current DDES hourly rate for each staff member involved.** Please see the reverse side of this form (page two) for further details regarding the BSD Scoping Pre-Application meetings. Please complete the spaces below to provide the DDES Project Manager with basic information about your project in order to start the Fee Quote process.

(to be filled out by King County DDES)			
Pre-Application Number	Project Manager Assigned	Date Assigned	Meeting Date
_____	_____	_____	_____

Please Print:

Applicant Name:	Date:
Mailing Address:	Phone: Fax: E-mail:
Detailed Project Description:	
Project Address/Location:	Parcel Number(s):

Questions for the DDES Project Manager:

Prior to or at the time of meeting with the DDES Project Manager, a deposit equal to one hour at the current DDES hourly rate shall be submitted with this form (for the current hourly rate, contact Julie Kubota at 206-296-7245 or visit [Permit Fee Estimates](#) on the DDES Web site at [www.metrokc.gov/ddes](#)). Make checks payable to “King County Office of Finance.” This deposit may be done by mail or in person.

Critical Area Disclaimer:

- The undersigned applicant acknowledges:*
- 1. That to the best of the applicant’s knowledge, any critical areas on the development proposal site have not been illegally altered; and*
 - 2. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.*

By signing this form below, the applicant accepts **financial responsibility for all fees** associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant	Print Name	Date
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Instructions for Scoping Pre-Application

A scoping pre-application meeting is an opportunity to meet and discuss your particular project with a DDES Project Manager. This meeting provides the DDES Project Manager an introduction to your project so a required Fee Quote may be prepared. This Fee Quote is required in order for you to schedule a commercial building permit intake appointment. Without an approved Fee Quote prepared by a DDES Project Manager, you will be unable to submit a commercial building permit (excluding mechanical permits, tenant improvement permits, and sign permits). The cost of this meeting will be charged at the current DDES hourly rate for each staff member involved. This time applies to the meeting and any time devoted to preparation or follow-up work.

How is this different from the standard or more traditional pre-application meeting? The scoping pre-application meeting is generally intended for projects that do not meet the threshold for a required mandatory pre-application meeting (per KCC 20.20.030) during which a Fee Quote is normally prepared. Generally this includes smaller commercial permits, smaller multifamily projects, smaller additions, minor communication facilities, etc. that do not have a BSD voluntary or mandatory pre-application meeting. A scoping meeting also may be needed when insufficient information was available at a previous pre-application meeting to prepare a Fee Quote.

If you need to have a scoping pre-application meeting, complete the following checklist:

☐ Fill out the form on the back side (page one) of this document.

☐ Bring or mail it to: King County DDES
 Attn: BSD Project Manager
 900 Oakesdale Ave. SW
 Renton, WA 98055-1219

☐ Include with the completed request form one set of the documents you intend to submit at your building permit intake appointment. Examples of documents might include building plans, civil plans, site plan, Technical Information Report, Traffic Study, Geotechnical Report, photographs, site reports, etc.

☐ Completed Pre-Applications: BSD Commercial Building Permit Fee Quote Information form.

☐ A deposit in the amount equal to one hour at the current DDES hourly rate will be due at either pre-application submittal or at the scheduled scoping pre-application meeting. Make checks payable to "King County Office of Finance." (For the current hourly rate, contact Julie Kubota at 206-296-7245 or visit [Permit Fee Estimates](#) on the DDES Web site at [www.metrokc.gov/ddes](#).)

A DDES Project Manager will contact you once your submittal has been received and will schedule the Scoping Pre-Application meeting.

For questions, please contact: Gary Downing at 206-296-6737
 Jarrod Lewis at 206-296-6786
 David Sandstrom at 206-296-7184

DDES offers many free bulletins that deal with construction and land use issues, which may answer your questions. These bulletins are available:

- On the Web at [www.metrokc.gov/ddes](#)
- In the lobby at our main office in Renton
- By calling 206-296-6600 and requesting them.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.